

# PROCEDURE FOR REQUESTING PUBLIC ANNUAL DISCLOSURE REPORTS

## **SUBMITTING THE REQUEST FOR PUBLIC ANNUAL DISCLOSURE REPORTS:**

You must send your request in writing to Veronica Martinez Garcia by either emailing the Annual Disclosure Report Inspection Form to [efiling@coib.nyc.gov](mailto:efiling@coib.nyc.gov) or faxing the form to 212-437-0705. **WE CANNOT TAKE REQUESTS OVER THE TELEPHONE.**

- The written request must contain a list of the persons whose reports you are seeking and the years of reports you are seeking.
- The written request must contain the Annual Disclosure Report Inspection Form for each filer for whom you are requesting reports. [The form may be found on our website here.](#)
- You have the option of inspecting the reports while you remain in the Board's offices at no cost or obtaining copies of the reports at a cost of 25¢ a page. You need not choose which one at the time you request the reports. We cannot fax or email reports.

## **OBTAINING THE ANNUAL DISCLOSURE REPORTS:**

- You will be notified by telephone when the reports are ready, and an appointment will be arranged for you to come to the Board offices to inspect or pick up the report(s). You will be informed as to the cost of your request should you wish to take the copies with you.

If you come to our office at some time other than your appointment time, we will not be able to make the reports available to you.

We will endeavor to fulfill same day requests if submitted before noon but CANNOT consider same day requests on media release days.<sup>1</sup>

- If you would like to take a copy with you, you may purchase a copy at 25¢ per page. Payment can be made by:

Check or money order, made payable to the NYC Conflicts of Interest Board or  
Cash in the amount up to \$50.00. **EXACT CHANGE IS REQUIRED.**

- Photo identification is required to inspect or obtain the reports.
- If you are unable to come to our office, you may send someone with a signed letter of authorization. This individual must have photo identification.
- [Click here](#) for a list of the public questions on an annual disclosure report.

**\*\*Please note that the 2016 Annual Disclosure Reports for all elected officials are available for inspection on the website.**

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<sup>1</sup> Media release days are the scheduled dates following a filing period when the most recently filed reports are made available to the public. The deadline for requests for these reports will be contained in the Media Release notification sent at the conclusion of the annual filing period.